



## Vacancies

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). CATHSSETA invites applications from suitably qualified natural persons for a period not exceeding the SETA's license period. Applicants who meet the specified requirements are encouraged to apply.

CATHSSETA has the following positions available:

### 1. Hostess- Head Office, Killarney (12 months fixed term contract)

**Job Purpose:** To provide a professional and comprehensive hospitality and administration service to the CATHSSETA Board and other meetings.

**Job requirements:** A Grade 12, at least 2 to 3 years experience in relevant environment with exposure to customer service and basic office administration, experience in SETA environment is advantageous.

**Minimum competency requirements:** The incumbent should demonstrate the following capabilities: customer service, telephone management system, hygiene practice, time management, organisational skills, interpersonal skills, problem solving and trouble shooting, stress tolerance, planning and organizing, adaptability, flexibility and a team player.

#### **Job Responsibilities:**

- Set up facilities for all CATHSSETA meetings primarily for the Board and the Committees.
- Set up boardrooms prior to meetings ensuring that they are clean and that all necessary arrangements are made for refreshments.
- Ensure availability throughout the day for meetings to replenish refreshments and ensure that boardroom facilities are clean.
- Provide refreshments for all visitors as and when required.

- Ensure up to date diary management of all meetings.
- Manage crockery, cutlery, appliances and all other catering equipment.
- Ensure that all catering equipment is in good working condition.
- Ensure that all items, including beverages, dry goods and cleaning materials are recorded on a stock sheet.
- Record and reconcile daily consumption of beverages.
- Keep a kitchen inventory, on a monthly basis, of all equipment including appliances, crockery, cutlery, glassware and all other appliances and cleaning equipment in conjunction with the Supply Chain processes and procedures.
- Ensure that stock is replenished on time such as mineral water, sweets, and biscuits etc. for board meetings and other.
- Make photocopies as and when required for and during meetings.
- Ensure that records are up to date on all stock and meeting calendar.
- Assist with the arrangements of catering and all other meeting requirements, Implement and maintain initiatives that ensures financial viability.
- Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility

## 2. Skills Liaison Officer: KwaZulu Natal Region (Thekwini TVET College-Durban ) - 3 months fixed term contract

**Job Purpose:** provides administrative support and coordination of Discretionary Grants Funding and Administration, including general secretarial support, also acts as a liaison between CATHSSETA and beneficiaries.

**Job requirements:** A National Diploma or Degree in Social/Management Sciences. At least three years' SETA experience in administration of grants or learning programmes.

**Minimum competency requirements:**The incumbent should demonstrate the following capabilities: commitment to stakeholder sensitivity, achieving goals, compliance, building effective client relationships, problem solving and trouble shooting. Follow up, stress tolerance and target driven.

### **Job Responsibilities:**

- Implement and achieve the strategic and annual performance plans relating to the area of responsibility

- Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Adhere to the Sector Skills Development Plan and Strategy: conduct roadshows/engage with stakeholders on application of discretionary grants, allocate/distribute shortlist letters, validate applications and check document compliance.
- Conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction.
- monitor and evaluation the allocation processes of Discretionary Grants, manage and maintain the database, process applications and communicate decisions taken to stakeholders.
- Coordinate and provide end to end project administration within the area of responsibility.
- Maintain stakeholder partnerships. Interface with SMMEs, develop action plans where necessary and provide support in implementation of action plans. Monitor and report progress.

Please submit your CV and a cover letter indicating the position you are applying for to **[HRvacancies@cathsseta.org.za](mailto:HRvacancies@cathsseta.org.za)** by no later than Tuesday, 22<sup>nd</sup> August 2017 at 16:00. Late applications will not be considered.

*Appointment will be subject to a compulsory three month probationary period. Remuneration will be commensurate with experience. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. Preference will be given to PDI/ HDSA individuals and Disabled individuals are encouraged to apply. If you have not heard from us within 21 working days after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.*